

TOWN OF COTTAGE GROVE  
TOWN BOARD MEETING  
JULY 5, 2016

I. ADMINISTRATIVE

- A. Notice of the meeting was posted at the Town Hall and on the Town's internet site. Town Chair Kris Hampton, Supervisors Mike Fonger, Steve Anders and Mike DuPlayee were all present, along with Clerk Kim Banigan and Treasurer Debra Abel.
- B. Hampton called the meeting to order at 7:00 P.M.
- C. Minutes of previous meeting(s): **MOTION** by DuPlayee/Anders to approve the minutes of the Town Board meeting held on June 20, 2016 as presented. **MOTION CARRIED 4-0.**
- D. Finance Report and Approval of Bills:
  - 1. **MOTION** by DuPlayee/Anders to approve payment of bills corresponding to checks #30454-30492 from Monona State Bank, including voided checks #30472 and #30480. **MOTION CARRIED 4-0.**
  - 2. **MOTION** by Anders/DuPlayee to approve payment of June per diems as presented, and payment of \$2,980.00 to Viken Inspection Agency, LLC for June building permits. **MOTION CARRIED 4-0.**
- E. Public Concerns: Public Works Employee Norman Schmelzer addressed the board about his impending retirement, stating that he plans to retire on or before October 1<sup>st</sup> of this year. He thought the timing would be conducive to his replacement learning the Town roads since that is when fall mowing out takes place. He offered to continue if a suitable replacement cannot be found, or to fill in when additional help is needed for snow removal.
- F. Road Right of Way Permits: None.

II. BUSINESS:

- A. Plan Commission Recommendations:
  - 1. Discuss and consider application by Donald Viney and Viney Acres, LLC, Landowner, to rezone 11.41 acres at 3695 County Road N (parcel 0711-213-9720-7) from A-1EX to R-1 to create a rural subdivision, CONTINGENT ON PLAT APPROVAL: Hampton stated that the Plan Commission found the rezone to be consistent with the comprehensive plan, but their recommendation was that if the plat does not get approved, the zoning does not change. **MOTION** by Anders/DuPlayee to accept the Plan Commission's recommendation to approve the rezone of 11.41 acres from A-1EX to R-1 to create a rural subdivision, CONTINGENT ON PLAT APPROVAL. **MOTION CARRIED 4-0.**
  - 2. Discuss and consider application by Real Estate Mgmnt Solutions and Larry Skaar, Vicki Kraus, John Skaar, Landowners, to rezone 24.84 acres on Fieldview Lane (parcel 0711-332-9700-0) from A-2 to C-2 for a self storage complex on approximately 50% of the site: Anders complimented the applicant on one of the most complete applications he has seen in his years on the board and plan commission. Hampton reported that the Plan Commission found the rezone to be consistent with comprehensive plan, but the applicant still needs to come back to the Plan Commission with the materials they plan to use in their building design. Anders asked if ponds would be detention or retention. Robert Roth of Real Estate Management Solutions stated that they would be mostly retention. **MOTION** by DuPlayee/Anders to accept the Plan Commission's recommendation to approve the rezone of 24.84 acres from A-2 to C-2, limited to permitted uses "a" - C-1 (a) for office in front of building B, "q" - Parking or storing of motor vehicles with current vehicle licenses, and "u" - Mini-warehouses under DCCO section 10.14. **MOTION CARRIED 4-0.**

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3. Discuss and consider revisions to TCG Ch. 15 – Land Division and Planning Code (first reading only): The proposed revisions had been drafted by Attorney Connie Anderson.
  - The Plan Commission recommended changes to section 15.8.7.4 to resolve a conflict between the ordinance and the comprehensive plan regarding minimum lot size. Discussion was to strike the first sentence regarding maximum gross density and simply state the second sentence which reads “Guidelines for lot sizes shall be as set forth in the Town of Cottage Grove's Comprehensive Plan.”
  - Suggested changes to section 15.9.3.4 were intended to clarify the responsibility of the developer regarding construction of storm sewer and storm water drainage facilities. There was general agreement to the language as drafted by the attorney.

**MOTION** by DuPlayee/Anders to send the ordinance amendment as revised tonight to public hearing at 7:00 P.M. on July 18, 2016. **MOTION CARRIED 4-0.**

4. Discuss and consider revising the Smart Growth Comprehensive Plan:
  - a) Include a portion of parcel 0711-212-9500-4, owned by MAC-FARM, LLC, in the Neighborhood Development Area: There was discussion about where this proposed change originated. The Clerk reminded everyone that it was first brought up by Hampton at a board meeting in May when another land use map revision was being considered, and consensus of the board had been to send it to the Plan Commission for their consideration. Hampton said he had discussed it with Maureen Casey of MAC-FARM, LLC and she was OK with the change. The Plan Commission has since recommended it. Ms. Casey was not present tonight but Don Viney said he was there to represent her. **MOTION** by Hampton/DuPlayee to include a portion of parcel 0711-212-9500-4, owned by MAC-FARM, LLC, in the Neighborhood Development Area. **MOTION CARRIED 4-0.**
  - b) Revisions to Figure 3: Transfer of Development Rights (TDR) Program and Figure 7: Neighborhood Development Area Purpose and Policies regarding residual development rights: The Clerk stated that she had run this language past Pam Andros of Dane County Planning and Development, looking for suggestions on how the residuals should be tracked. Andros had responded that she felt the revisions were not in conflict with the County's TDR ordinance, and would make the system a little more flexible. She did not answer the question about tracking, however. The Clerk also pointed out revisions to clarify that RDUs transferred within the Ag Preservation area would not benefit from a transfer incentive ratio, nor would those originating from land already in a Neighborhood Development area. Anders posed a scenario of a RDU being transferred from Neighborhood Development to Ag Preservation and then subsequently back to Neighborhood Development to take advantage of the incentive ratio, but the comprehensive plan states clearly that the transfers can only be from Ag Preservation to Neighborhood Development, or within the Ag Preservation area, not from Neighborhood Development to Ag Preservation. There was much discussion on the topic of residual RDUs and how they should be allowed to be used only in a platted subdivision. Fonger objected to the possibility of realtors getting involved in their sale. Hampton said that there are a finite number of RDUs left in the Town, and if residuals are not retained, the Town will lose the development potential they offer. There was a motion by Fonger to table that failed due to a lack of a second. **MOTION** by Anders/DuPlayee to retain residual RDUs as long as the developer has utilized at least 50% of the last multiplier

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applied to the subdivision. **MOTION FAILED 2-2** (Hampton and DuPlayee opposed).

**MOTION** by Fonger/DuPlayee to table until July 18<sup>th</sup>. **MOTION CARRIED 4-0.**

- B. Discuss/Consider approval of additional Election Inspectors for the 2016-17 term: The Clerk stated that the four candidates listed have offered to serve since the 2016-17 election inspectors were approved last December, and she definitely needs the extra help. **MOTION** by Hampton/DuPlayee to approve the list of four additional election inspectors for the 2016-17 term. **MOTION CARRIED 4-0.**
- C. Discuss/Consider replacement or repair of Town Hall exterior lights: A transformer recently failed and blew a breaker, which prompted getting a quote to replace all five exterior lights with LEDs. **MOTION** by Anders/DuPlayee to accept the quote from Electrical Solutions, Inc. to replace all five of the exterior lights on the Town Hall with LEDs at a cost of \$1,328.00. **MOTION CARRIED 4-0.**
- D. Discuss/Consider writing off 2015 personal property tax for Green Valley Trucking: This property was dooamage assessed based on the business being listed in the phone book and online as being at 2532 Peiper Road. The occupants there responded that there is no such business there, and attempts to contact the registered agent of Green Valley Trucking have been unsuccessful. **MOTION** by DuPlayee/Anders to write off \$39.49 in 2015 personal property taxes for Green Valley Trucking at 2532 Peiper Road. **MOTION CARRIED 4-0.**
- E. Discuss/Consider which services to put out for bid for 2017 budget: Consensus was to seek bids for janitorial, auditing and insurance services to be considered for the 2017 budget.

III. CLERK'S REPORT: None.

IV. HIGHWAY SUPERINTENDENT'S REPORT: None.

V. BOARD REPORTS AND COMMUNICATIONS: Hampton reported that:

- A. A DaneCom update/listening session is scheduled for July 12<sup>th</sup>. Anders added that the DaneCom Governing Board has a meeting scheduled for July 28<sup>th</sup>.
- B. The Welcome to the Town of Cottage Grove sign on County AB needs to be temporarily taken down to allow for road construction.
- C. The City of Madison will hold a public meeting on neighborhood planning for the Yahara Hills area on July 26<sup>th</sup>.

VI. COMMITTEE REPORTS:

- A. Joint Town/Village Fire Department Committee: Considering contracting with an individual from Sun Prairie to apply for an AFG grant for air packs.

VII. Adjournment: **MOTION** by DuPlayee/Fonger to adjourn. **MOTION CARRIED 4-0.** The meeting ended at 8:52 P.M.

Kim Banigan, Clerk

Approved 07-18-2016